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ABSTRACT

The purpose of this book and accompanying CD-ROM is to provide any library that is undertaking the development of a technology plan with a general introduction to the components of and process for developing a plan, while also providing specific examples of plans that illustrate a variety of approaches. These approaches include stand-alone technology plans and organizational plans, as well as a number of special library plans. The Introduction offers a brief history of technology planning in public, school, academic, and special libraries. Chapter 1, "What Is a Technology Plan?" explains what a technology plan is and what purpose it serves. The body of the guide is contained in Chapters 2 through 4. Chapter 2, "The Basic Components of a Technology Plan," provides an overview of the basics, illustrated with numerous examples from actual plans. Chapter 3, "Defining Your Plan: Some Basic Decisions," and Chapter 4, "Developing Your Plan: Gathering Data and Identifying Needs," address various aspects of the development of a plan as a chronological process, discussing methods by which the components are created and developed following an assessment of purpose and need. Chapter 5, "Preparing and Writing Your Technology Plan," discusses the actual preparation and writing of the plan. Chapter 6, "Working with Your Plan," describes how libraries implement, evaluate, and keep their plans current. Chapter 7, "What Makes a Good--and a Not So Good--Technology Plan?" considers the elements that distinguish good technology plans. A concluding chapter, "Uses of a Technology Plan," reviews how to make the best use of a technology plan to further the library's goals and objectives. A list of relevant and recommended print and Web sources is provided at the end of most chapters. Appendices include an overview of Web-based resources for technology planners, a description of the CD-ROM, and lists of library technology plans on the CD-ROM. Contains an index. (AEF)

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